

Foundations: Adding a New Procedure Code for Billing

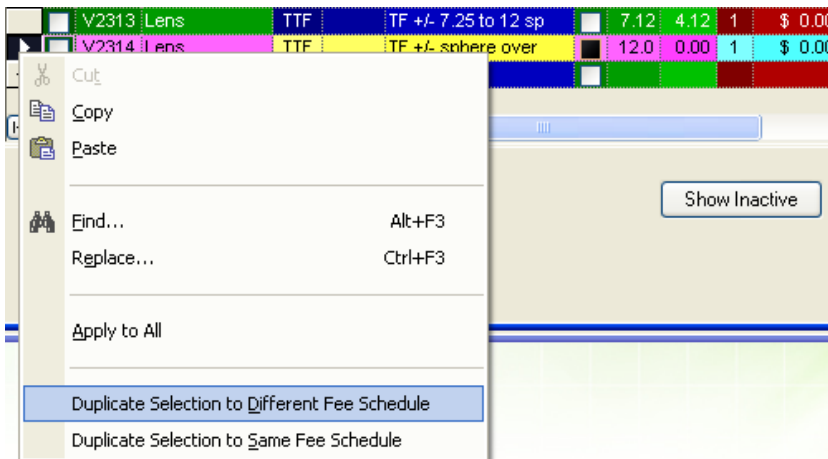
How to add a new procedure code for billing:

Follow these steps to add a new procedure code to OD Professional™ for billing purposes.

1. Go to Record → Insurance Related Records → Default Procedure Codes
2. Scroll to bottom of list and add new procedure code on the line with the asterisk *
3. Put a check mark in the Stat box to activate

Next, add the procedure code to the FSA and SEL fee schedules:

4. Click on the Products tab
5. Then, click on the + beside Professional Services to expand this folder
6. Click on the + beside the Fee Schedules folder, and again on the + beside the fee schedule you are going to work on (i.e. Fee Schedule A)
7. Scroll to bottom of list and add new procedure code on the line with the asterisk *
8. Enter in price in Billing Amount column, if applicable
9. Highlight line and right click, then choose the Duplicate Selection to Different Fee Schedule option



10. Select Self Pay fee schedule from drop down list and click duplicate
11. Then open up the Self Pay fee schedule
12. Find new procedure code and change the COL column from 1 to 2.